

Employment Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you that your employment with [Company Name] will be terminated on [Termination Date] due to the expiration of your contract.

We appreciate your contributions during your time with us and wish you the best in your future endeavors. Please ensure that you return any company property before your last day of employment.

If you have any questions regarding your final paycheck or benefits, please do not hesitate to reach out.

Thank you for your service.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]